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ABSTRACT

In presenting the Model Recognition Proposal for the Michigan Interorganization Committee for Continuing Library Education (MICCLE), the first part of this document describes the history and development of Continuing Education Units (CEU's), provides a brief analysis of Michigan's specific needs and programs for librarians and the types of recognition (certification) currently available to them, and makes recommendations for awarding and recording CEU programs. Attached is a memorandum from the state's superintendent of public instruction urging approval of the proposal. The second part contains the application form for programs requesting CEU's and outlines the procedures for filing it. Also included are the citations for three publications about the CEU and a description of the MICCLE Screening Committee--its membership, reviewing procedures, and approval process. (JD)

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Approval of the Model Recognition Proposal for the
Michigan Interorganization Committee for Continuing
Library Education (MICCLE)

Michigan State Department of Education

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JOHN W. PORTER
Superintendent of
Public Instruction

STATE OF MICHIGAN

DEPARTMENT OF EDUCATION

Lansing, Michigan 48909

August 3, 1978

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MEMORANDUM

TO: Members of the State Board of Education

FROM: John W. Porter, Chairman

SUBJECT: Approval of the Model Recognition Proposal
for the Michigan Interorganization Committee
for Continuing Library Education (MICCLE)

Lifelong learning has been a concern of the profession of librarianship for many years, however, as more agencies and institutions offer such opportunities, it has become apparent that much duplication exists and many programs are less than adequate in content.

In 1975, the University of Michigan called a meeting to explore the possibilities of the coordinated effort for lifelong learning for librarians and support staff. As a result of this, a cooperative group has worked for the last three years to present the proposed Model Recognition System attached. The proposal accomplishes the following:

1. Educational institutions will provide continuing education activities for the library profession.
2. It presents a cooperative program for all associations and non-educational institutions in the area of continuing education.
3. By recognizing the Continuing Education Unit (CEU) standards for quality control, it provides a measure of content level.
4. By having a cooperative review board and a state agency perform the role of a central coordinating agent, there will exist a clearinghouse of educational opportunities available to librarians.

It is recommended that the State Board of Education 1) Approve the Model Recognition Proposal for the Michigan Interorganization Committee for Continuing Library Education (MICCLE), 2) Authorize State Library Services to perform the functions as outlined in the Recognition System Proposal.

MODEL RECOGNITION SYSTEM

A PROPOSAL FOR MICHIGAN

The concept of lifelong learning is not a new one in the field of education, nor is it new to the profession of librarianship. It has been stimulated recently, however, by technological, economic, sociological and educational forces which are pressuring changes in the living and working patterns of society. Librarians have developed programs on their own in which they attempted to meet new demands from the public to produce new materials which would help them to adjust and re-educate themselves. Now NCLIS (National Commission on Libraries and Information Science) and more specifically CLENE (Continuing Library Education and Network Exchange) have implemented studies, programs and activities which have fostered a similar type of interchange and realization of a need for continuing education on the part of librarians and supportive staff. A plan for a national recognition system for library personnel is now being studied.

These parallel needs--(1) new, informal educational programs for clients, and (2) updating librarians in the field--have brought together in Michigan a group of people representative of all the professional library associations, the graduate library schools, and the State Library. A visit from Dr. Elizabeth Stone, Executive Director of CLENE, to the University of Michigan campus in 1975 stimulated those in attendance to plan for additional sessions to discuss possible developments for lifelong educational programs for librarians and supportive staff within the state.

As the group discussions ensued, it became evident that a survey indicating the types of activities which have been carried on, the processes used, and recognition of systems was needed. In addition, it was clear that the newly developed CEU (Continuing Education Unit) concept should be explored. These studies were carried out by various committees and people and presented to "the group" with the result that a decision was made to prepare a position paper which would pull these items of information together and make some specific recommendations regarding the value of continuing education programs for librarians and supportive staff specifically, and use of continuing education units as one of the recognition symbols.

This paper, therefore, presents:

- (1) A history and development of CEU's
- (2) A brief analysis of Michigan's specific concerns
and the types of recognition currently available
- (3) The recommendation for awarding and recording
CEU programs

I. THE CONTINUING EDUCATION UNIT - History and Development

The Continuing Education Unit, or CEU as it will be referred to here, developed in 1968 when a task force appointed by 34 organizations met to explore the feasibility of a uniform unit for measurement of continuing education. Testing done voluntarily by a number of institutions included the University of Michigan and Michigan State University. The following is an exposition concerning the way the CEU was defined by the National Task Force in the 1974 report.

A. Definition of a CEU

Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Fractional CEU's can be awarded if shorter programs meet criteria.

B. Major objectives that can be fulfilled

1. To establish permanent records for individual participants for accumulating, updating and transferring information concerning non-credit continuing education experiences.
2. To provide a uniform system for accumulating data at the institutional or organizational level to assist program planning and development and in administration and fiscal management.
3. To establish a national system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for legislative action and public policy determination relating to non-credit adult and continuing education activities.

C. Flexibility of CEU

Variety is one of the recognized strengths of non-credit continuing education. The CEU is to be applied only after content form and methodology have been determined. When applied in this manner, the CEU does not lead to stereotype in terms of the program length, methods, or formats used in meeting educational objectives.

D. Sponsoring Groups

Organizations and institutions potentially capable of awarding CEU's include colleges and universities; technical institutes; vocational-technical schools; trade and industrial associations, professional and technical societies; educational units of government agencies, or the armed forces; educational units of businesses, industries or labor organizations; health services organizations; proprietary educational organizations; or other organizations providing non-credit continuing education, e.g., library associations.

E. Criteria for Awarding CEU Units

Established criteria apply to all program sponsors who propose to award and record CEU for individuals.*

1. The sponsoring organization must have an identifiable educational arm with designated professional staff empowered to administer and coordinate an organized schedule of continuing education programs.
2. The sponsoring organization through its educational arm, must maintain administrative control of all program elements to assure that both the immediate educational objectives program criteria are already established and must be met for each non-credit continuing education activity before approval to grant CEU for the activity.

*Details for administrative criteria and program criteria are given in Continuing Education Unit, p.10-14.

II. CURRENT MICHIGAN NEEDS AND PROGRAMS

Several institutions and organizations within the state presently offer a variety of continuing educational experiences. Listed here are the institutions, the specific clientele needs and programs designed to meet these at the present time.

A. Graduate Library Education

The graduate library education programs at the University of Michigan, Western Michigan University, and Wayne State University in the state have long had a tradition of continuing education programs. These have been carried out through extension courses in the surrounding areas and through many kinds of workshops and institutes. The schools have offered courses both at the request of specific communities and in the residence centers maintained by their respective universities around the state. Generally, these are courses which form part of a certification or a masters degree program, offering academic credit. Occasionally, they are cooperatively offered by two universities such as the program offered by Western Michigan University and the University of Michigan at the Grand Rapids Consortium. In this instance, the faculty from the two library schools are involved in both teaching and counseling.

Many of the institutes and workshops have been supported by HEA Title II-B, or ESEA and NDEA funds. Others have been administered by the Universities' Divisions of Continuing

Education. The topics or themes relate either to needs as perceived by university faculty, the requirements for federal funding or the requests of practicing librarians. They vary in length from a day's "drive-in" format to a two or three week institute. Credit may be optional.

With the increased interest in lifelong learning, higher education institutions have accepted the concept of the CEU. Therefore, it is now possible for the library schools to think in terms of offering this recognition as well as the formal academic credit for those people now out in the field. It should stimulate the interest of the practicing librarian to know that this choice is available.

B. Other Library Education Programs

There are undergraduate and library technical assistant's programs in Michigan as well. Graduates of these programs are also members of associations and are staff members in libraries. Opportunity and encouragement for these individuals to continue their development is essential.

C. Certification for Public Libraries

Current certification procedures of the Michigan Department of Education, State Library Services, are tied into the distribution of state aid, with requirements set by law for public library systems and public libraries. Seven

types of certification for public librarians are issued.

These certificates are:

1. Librarian's Permanent Professional Certificate
2. Librarian's Professional Certificate
3. Librarian's Limited Professional Certificate
4. Librarian's Limited Certificate
5. Special Professional Certificate
6. Library Technician's Certificate
7. Certificate of Library Experience (only
certificate 7 requires renewal)

The State Library has sponsored workshops for many years for those needing certificates of library experience and have been developing and organizing continuing education programs for librarians in public, school, community college, college and university libraries. Some are sponsored solely by the State Library; others are co-sponsored with state agencies, library schools or associations.

D. Certification of School Library/Media Specialist in Michigan

All school librarians in Michigan must hold a valid teaching certificate at either the elementary or secondary level. Each new teacher is issued a provisional certificate upon completion of a bachelor's degree program and recommendation of the institution granting the degree, if the teacher attended a Michigan school. Out-of-state applicants must present their transcripts for evaluation by the State Department of Education Teacher Certification Office. Provisional certificates are

valid for 6 years. Library science may be either a major or minor or an additional 18 hours endorsement.

To receive a continuing certificate, a Michigan teacher must have 1) taught successfully for three years, and 2) have earned at least 18 semester hours after the issuance of the state provisional certificate in a planned course of study. This certificate remains valid as long as the holder is employed in an educational capacity for a minimum of 100 days in any given five-year period.

School librarians may be certified for either elementary or secondary upon recommendation of the sponsoring university. The accredited library schools in Michigan (University of Michigan, Wayne State University and Western Michigan University) make the K-12 recommendation for students who have completed the master's degree program in library science including the required sequence of courses and have a valid one-level teaching certificate.

E. Associations

All library associations have one thing in common--the services they can offer their membership in the Continuing Education area. It has always been the desire of associations to offer well-designed information-centered workshops and conferences. The idea of workshops which would have to meet specific standards in order to qualify for CEU recognition would help to strengthen association workshops. The added planning which

such a CEU recognized workshop would entail should result in better attendance and better workshops and conferences.

Continued and strong emphasis on lifelong learning at both the state and national level increases the pressure on associations to be able to offer the best in workshops to their membership.

III. Recommendations for Awarding and Recording

After examining the purposes of the CEU and considering the general need for regular updating of the librarians and supportive staff in the field, this group of librarians representing the various library associations and graduate library schools and the State Library, recommends that the CEU be used as one of the recognition symbols for continuing professional growth.

A. Awarding

It is recommended that library associations within the state develop programs for which CEU's could be awarded. It is further recommended that the State Library administer and coordinate the program; that a screening committee representing MICCLE (Michigan Interorganization Committee on Continuing Library Education) work with the State Library to approve, maintain and control the program element.

These recommendations do not imply that other types of certification would be supplanted, nor would the Continuing Education activities already initiated by the universities be impeded or impaired.

The award of CEU's by the above organizational pattern would allow review of association and State Library educational programs, establish a criteria for qualification and permit librarians and supportive staff to develop a record of non-academic credit. The award of the CEU would be a signal to employers that the program has achieved a standard of quality as measured by the national CEU guidelines. Michigan would be joining others throughout the nation in accepting a uniform standard of measurement.

B. Recording

The recording of these awards and the maintenance of the files would be the responsibility of the State Library. Universities offering CEU's will maintain similar records for those people matriculating in campus programs.

Application and Procedures
for Programs Requesting
Continuing Education Units

from

Michigan Interorganization Committee
for Continuing Library Education
in Cooperation with the
Michigan Department of Education
State Library Services

Michigan Interorganization Committee
For Continuing Library Education
in cooperation with the
Michigan Department of Education
State Library Services

Program No. _____
(MICCLE Assigned)

Application
for
Programs Requesting
Continuing Education Units
CEU's

Organization offering Program (indicate Association, and Division, Section, Round Table or _____)

Program Committee Chairperson _____

Telephone _____

Program Title _____

Date of Program _____ Location (city & facility) _____

For repeat programs, provide dates, locations and faculty _____

Number of Instructional Hours _____ Participants expected _____

of CEU's requested _____ Target group _____

Applicant signature _____

Program Chairperson

Chairperson or President
(Round Table, Section, Division
or _____)

Date of application _____

Please submit this application at least three (3) months before the program is scheduled.

DO NOT WRITE BELOW THIS LINE

Screening Committee Recommendation

() Approved for _____ CEU's () Disapproved

Comments _____

Date _____

Chairperson Screening Committee _____

Date

Month Day Year

Program Title

Program Objectives

Subject Matter Content

Format and Methods to be used

Other Relevant Information

- a. Staff (Names & rationale for choice)
- b. How will you evaluate the program?
- c. Indicate space available in facility allotted to program:

Please forward three copies of 1) request for approval, 2) program or tentative brochure, and 3) other pertinent materials to:

State Library Representative - MICCLE
Michigan Department of Education
State Library Services
P.O. Box 30007
Lansing, MI 48909

MICCLE
APPLICATION AND PROCEDURES FOR
PROGRAMS REQUESTING C.E.U.

Section 1 Definition

"One continuing education unit is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

National Task Force on the Continuing
Education Unit...Criteria and Guidelines.
N.U.E.A., 1974.

Section 2 Criteria

MICCLE (Michigan Interorganization Committee for Continuing Education) in cooperation with the Michigan Department of Education State Library Services subscribes to the criteria as listed in the National Task Force Criteria and Guidelines, pp. 10-14.

Section 3 Procedure and Guidelines

Applications must be submitted at least 3 months before the program is offered. Program approval is not retroactive.

Unit sponsoring program. Give the name of the organization program unit sponsoring or administering the program.

Program Committee Chairperson. Give the name of the organizational member directly responsible for this particular program.

Person certifying participants. The program committee chairperson is responsible for certifying on the appropriate form those persons who have satisfactorily completed the required hours.

Program title. Give the title and number identifying this program.

Starting dates. Give the month, day, and year when program starts.

Location. Identify the Michigan county, city, and place where registration will be held.

Target group. Identify the type of participants for whom the program is planned. This includes prerequisites expected before registration.

Program Objectives and Justification. Specify the objectives to be met by the participants through this program. Give the purposes, background, and justification for offering the program 1) at this particular time, 2) for these particular people, 3) in the particular place, and 4) under this particular sponsorship.

Subject Matter Content and Format. Describe the subject matter and substantive content of the program. Describe the instructional methods which will be employed: lecture, discussion groups, field trips, observations, seminars, etc. Uses of multi-media should be included as well as types of assignments and exams if appropriate.

Evaluation of Program. State how this program will be evaluated as to effectiveness in meeting the objectives: include plans for self-evaluation, participant evaluation and/or external evaluation. Include plans for follow-up evaluation.

Number of Instructional Hours. Give the number of clock hours (60 min.) of actual instructional activity provided in the program. Do not include registration, meal breaks, free time, etc.

Number of Participants Expected. Give the most realistic estimate possible of the number of paid registrations you expect for this program.

Participants will sign card indicating desire to receive CEU.

Other Relevant Information. Give any additional data about the program which you consider important.

Next steps: Program committee chairperson sends three copies of the request for CEU approval to the State Library Representative to MICCLE to be coded by this Representative. This Representative sends one copy to the Chairperson of the Screening Committee, retains one copy for the State Library Permanent CEU files, and after the decision on program applications, returns the third copy to the originator of the program with the written decision of the Screening Committee.

Section 4 Screening Committee Action

Screening Committee Recommendation

1. The "Request for CEU Approval" form, completed in triplicate by the program committee chairperson and signed by the participant, will be submitted to the State Library Representative to MICCLE.
2. The "Request for CEU Approval" will be reviewed by the MICCLE Screening Committee. This Committee will act to approve or disapprove the request. If approved, the Committee will specify the number of CEU's to be awarded. If disapproved, the Committee will state the reasons. Committee action will require approval by a majority of the members.

3. After the recommendation has been made by the Screening Committee, the Chairperson will date and sign the "Request for CEU Approval" form. It will be forwarded to the State Library Representative in Continuing Education, while retaining a copy for Committee files.
4. If the identical program is to be repeated during the year, and was so designated on the original application; initial approval will include all repetitions during the succeeding twelve months.

More information about the CEU can be obtained from the following publications:

Enell, John. "The CEU Comes of Age." Engineering Education.
Nov. 1975 (147-51).

Grogan, Paul J. "CEU--A Perspective on Its Purposes and Prospects."
Training and Development Journal. Jan. 1976 (14-20).

National Task Force on the Continuing Education Unit. The Continuing Education Unit: Criteria and Guidelines. National University Extension Association, Suite 360, One Dupont Circle, Washington, D.C. 20036 \$2.50 C.1974.

MICCLE
SCREENING COMMITTEE

I. SCREENING COMMITTEE

A. Membership

Each participating organization in MICCLE will appoint one member to sit on the Screening Committee for period of 2 (two) years. One fourth of the Screening Committee will constitute a Reviewing Committee to review applications and present them to the Screening Committee for approval. The membership of the Reviewing Committee will rotate from meeting to meeting to ensure representation of all the members of the Screening Committee.

B. Function

The Screening Committee shall meet a minimum of four times each year for the purpose of approving or disapproving applications for Continuing Education Unit credit. These meeting times shall be advertised throughout the organizations, with the deadlines for proposals listed. Review meetings will be held at the first of the months of November, February, June and September, and other times as needed.

II. REVIEWING COMMITTEE

A. Membership

1. One representative from one of the three library schools with accredited library programs in the state.
2. Representatives from associations.
3. If the State Library representative is not a member of the Review Committee, a State Library representative will act as an Ex-officio member to the committee.

B. Procedures

1. Each member of the Screening Committee will serve at least once on the Reviewing Committee during their 2 year term.
2. Two-thirds of the Screening Committee membership will constitute a quorum. A quorum must be present to conduct business.
3. The State Library representative to the Screening Committee will convene the first meeting for election of the Chairperson. The Chairperson will then convene

the other members of the committee for subsequent meetings. The Chairperson will be elected at each February meeting.

C. Function

To review, evaluate and report to the Screening Committee on each application received for CEU's.

III. APPROVAL PROCESS

- A. Upon receipt of the report from the Reviewing Committee on the application for CEU credit, the Screening Committee will vote to approve or disapprove the application. No participant shall vote on an application from the unit or association represented by that individual. The Screening Committee shall, by majority vote approve or disapprove the application.
- B. The Screening Committee will report approval or disapproval to the applicant and to MICCLE within one week after the Screening Committee meeting.
- C. Unapproved applications will be available only to the applicant and to the Screening Committee.
- D. All applications will be maintained on file at the State Library.